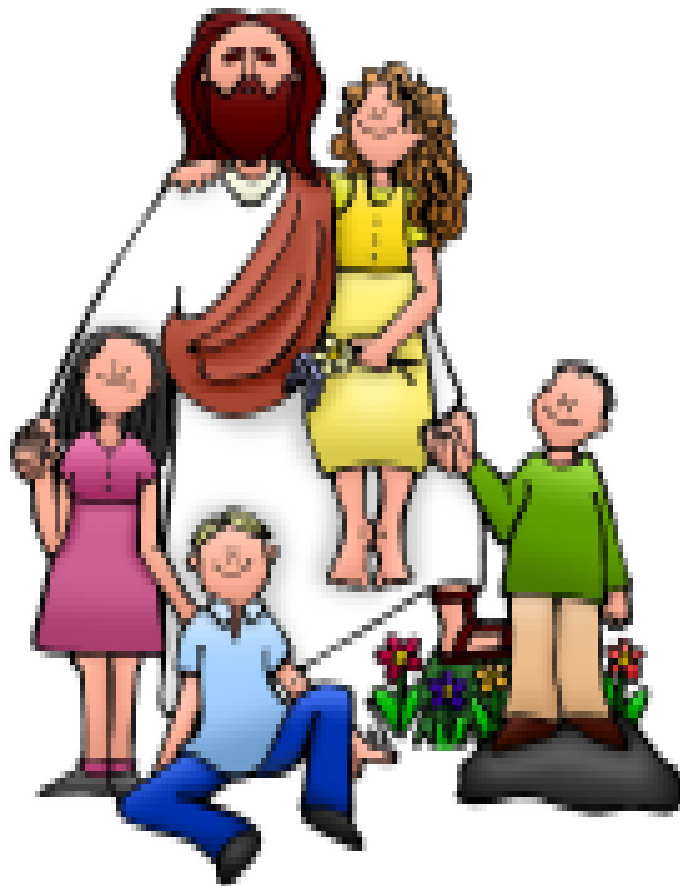


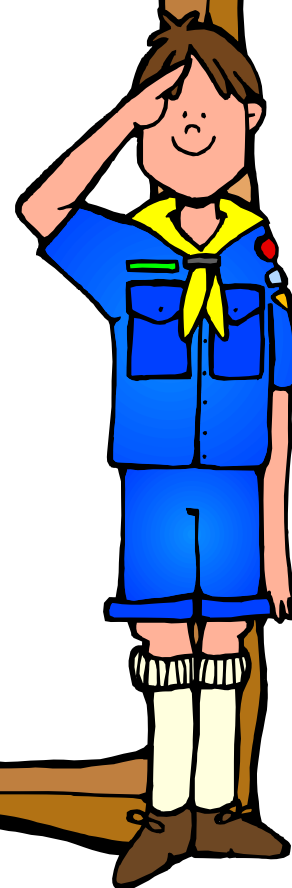
Temple Baptist Church Children's Ministries Manual

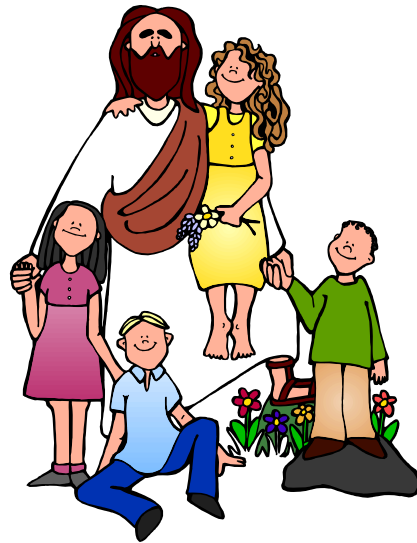


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Approved and Adopted By T.B.C.Elder Board 6/24/04

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A Message from the Children's Director,

Welcome!

Thank you for taking the 1st step in answering God's call to minister to our children! For some of you this may be a giant step outside your comfort zone, but I am confident God will reward you greatly as you work with eager young hearts at Temple Baptist.

The number one goal of our ministry is to lead each child to a personal relationship with Christ. At each stage of a child's life, we aim to instill an age appropriate understanding of the love of Jesus Christ and what it means to follow Him. At TBC this is done through our nursery program, Sunday School, children's church and AWANA.

As a children's ministry volunteer, we encourage you to not just pass along information to the children, but to establish a relationship with each child as well. We want the children to know and see in you what a Christ-centered life can be. Knowing about God is different then developing God directed attitudes, morals and actions. You have the awesome opportunity to help develop that in our children.

As we lead our children toward Christ, we strive to do this through our relationships with the children and by presenting God in a meaningful, kid -friendly, creative and fun way!

So come on and enjoy yourself and these delightful children. You will never find a role in church that has a higher calling with such profound eternal consequences. Besides, where else can you eat multi-colored goldfish and not feel guilty!

Jessica Klinker
Children's Director
Temple Baptist Church
Visit: www.tbclodi.com



OUR MISSION:

That children would develop their own personal relationship with Christ and be equipped to share about Him with others.

OUR VISION

To equip children at Temple Baptist Church to live and show God's goodness by . . .

- Loving Him through singing and praying to Him (Worship)
- Growing up to be like Jesus and learning about His life (Discipleship)
- Talking and playing with each other in a kind and fun way (Fellowship)
- Sharing with other people God's good news that Jesus Christ loves them, died for them, was raised from the dead and wants a relationship with them. (Evangelism)

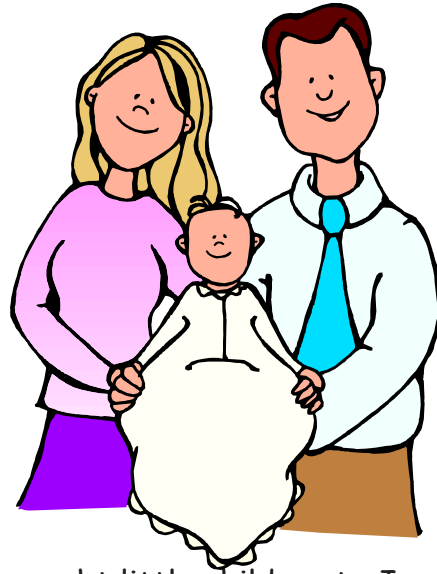
- Serve Jesus in all aspects of their lives (Service)

Our dream is that our kids would want others to know how much Jesus loves them. By treating children and adults with respect, they will be teaching everyone how to love and obey God wherever they go!

OUR GOALS

- To provide a safe, secure and loving environment for children where parents feel comfortable leaving their children.
- To help children feel a warm sense of belonging to their church family and to ensure each child feels welcomed and wanted.
- To help each child understand that God is real and that a personal relationship with Him gives meaning to life.
- To aid each child in accepting Jesus Christ and developing a dynamic relationship with Him.
- To help each child understand that God's Word is relevant, and growth in Bible knowledge results in positive life changes in attitudes, actions and lifestyle.
- To help each child grow in relationship to other believers and with "unchurched" friends.
- To provide children the opportunity to participate in worship and ministry.
- To support families in their responsibility for the spiritual nurture and growth of their child.
- To provide godly men and women who are adequately trained to serve as positive role models as they minister with children.
- To provide life changing education for our children by utilizing quality resources and continually training and encouraging our volunteers.

Our Child Safety Program



The Gospel of Mark records that when people brought little children to Jesus, he took them in his arms, put his hands on them and blessed them. It is our desire to bring children to Jesus, too.

Because we recognize that we are a reflection of God's love to those in our care, we take seriously our responsibility to them. These guidelines are set forth to provide a safe and nurturing environment in which we can bring our children to the Savior.

We view ourselves as partners with parents, seeking to provide quality care and instruction in our children's ministries. All of our guidelines are designed to promote growth in God for each child and adult involved.

Everyone who teaches, helps, or cares for children under the sponsorship of Temple Baptist Church must follow these policies and procedures. Our children are God's precious gift to us. It is our desire to provide a safe, fun, and loving environment for them to experience God and the joy of learning more about how much God loves them. That is why the leadership of TBC Kids have set up the following guidelines to be followed during Sunday mornings, Wednesday night AWANA and all other programming. It is our hope that these policies will serve as a guide for those of you caring for our precious children and as an encouragement for the parents leaving their children in our care.

Standards of Excellence

A CHILDREN'S WORKER SHOULD BE...



1. A CHRISTIAN

Our ultimate goal in the Children's Ministry is to lead kids to Christ and help them grow in their Christian life. Therefore, our volunteers should have a personal relationship with Christ themselves! If you are unsure about where you stand in your relationship with God, do not hesitate to talk to one of the pastors here at Temple Baptist Church. We would be delighted to open God's Word and share with you how you can know for sure that you are saved and a child of God!

John 3:16 For God so loved the world, that He gave His one and only Son, that whoever believes in Him will not perish, but have everlasting life.

2. REGULAR in church attendance and involvement at not only the Children's Ministry functions but also the regular worship services and other church events. A leader must be a member, but nonmembers may be workers. The main difference between these two positions is that Leaders may teach Bible Stories.

Hebrew 10:25 Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another — and all the more as you see the Day approaching.

3. ENCOURAGING IN SPEECH

Our words should be encouraging, uplifting and positive. There should be no insults, cut-downs, gossip, slander or any talk where someone may be hurt, especially in the presence of children. Humor should reflect a walk with God.

Colossians 4:6 Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone.

I Peter 4:11 If anyone speaks, he should do it as one speaking the very words of God.

Ephesians 5:4 Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving.

Matthew 12:36 But I tell you that men will have to give account on the day of judgment for every careless word they have spoken.

4. AN EXAMPLE IN CHRISTIAN CHARACTER

Because workers in our Children's Ministry should be examples and a positive influence on the children they minister to, they should refrain from activities that do not glorify or honor God and in "gray areas" should be sensitive to the convictions of others in both their actions and conversation. In your personal life, you should be committed to Bible study, prayer, and Christ-like living.

Titus 2:6-8a Similarly, encourage the young men to be self-controlled. In everything set them an example by doing what is good. In your teaching show integrity, seriousness and soundness of speech.

I Corinthians 6:19,20 Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.

5. RESPONSIBLE IN LEADERSHIP

This involves attending meetings and training or communicating when unavailable. This includes not planning events or outings without the knowledge and clearance of the Children's Director. Give respect to church procedures by following them.

I Peter 2:17 Show proper respect to everyone: Love the brotherhood of believers.

6. FAITHFUL IN COMMITMENTS MADE

When you give your word, keep it. If you say you will do something, or be somewhere, follow through on it. If something happens where you can not, then communicate so that those affected can take necessary action.

I Corinthians 4:2 Now it is required that those who have been given a trust must prove faithful.

Proverbs 28:20 A faithful [volunteer] will be richly blessed.

7. PURE IN RELATIONSHIPS

No teacher or volunteer is **EVER** to be alone with one child, especially in a washroom or outside of a program. **ALWAYS** have a woman assist girls in the washroom. This is for your own protection as well as the church's, and especially for the children. Men should never be alone with one girl in a room. When with girls, men should always leave the door open and sit in view of the doorway. This is not an issue of trust as much as it is common sense and respect for our young women. We are to not only avoid sin, but even the appearance of sin. Men are never to give a girl a ride home without another adult present. Please only hug pre-teen girls and older from the side.

I Timothy 5:1,22 Treat younger men as brothers, older women as mothers, and younger women as sisters, with absolute purity..... Keep yourself pure.

Ephesians 5:3 But among you there must not be even a hint of sexual immorality, or of any kind of impurity... because these are improper for God's holy people.

This includes being **MODEST IN DRESS**. Without "defining" exactly what to wear, just be sure that your clothing glorifies God, not yourself. Don't allow your dress to distract others from spiritual things.

I Timothy 2:9 I also want women [AND MEN] to dress modestly, with decency and propriety, ... with good deeds, appropriate for [MEN AND] women who profess to worship God.

8. RESPECTFUL OF AUTHORITY in word, action, and attitude.

Hebrews 13:17 Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.

I Thessalonians 5:12 Now we ask you, brothers, to respect those who work hard among you, who are over you in the Lord and who admonish you.

9. IN PARTNERSHIP WITH PARENTS

The spiritual upbringing of children belongs first to the parents. The church's role is to supplement the training in the home. Always seek to work with the parents of the children whom you minister to. Seek their input, listen to their concerns. Never side with a child against a parent, or contradict a parent in front of a child. You are on the parent's team! If you have a concern about a parent or a home situation, talk to the Children's Director immediately

Proverbs 22:6 Train up a child in the way he should go, and when he is old he will not turn from it.

10. TEACHABLE IN SPIRIT

This may be the most important trait of any volunteer who is seeking to serve the Lord! We all have weaknesses, but if we remain teachable, there is always hope! We must be willing to listen to constructive criticism and prayerfully consider the input of others. We do not need to always agree, but if we fail to listen, we hurt only ourselves and rob ourselves of another chance to grow.

Proverbs 12:15 The way of a fool seems right to him, but a wise man listens to advice.

Proverbs 13:10 Pride only breeds quarrels, but wisdom is found in those who take advice.

Proverbs 19:20 Listen to advice and accept instruction, and in the end you will be wise.



Important Policies

In this day and age, it should not take much to convince you that child abuse is a problem - even for the church. Our first goal is to provide a safe, secure, and loving environment for children and youth where parents feel comfortable leaving their children. These policies are intended to protect both the children and volunteer workers and are intended to be a helpful resource in addressing the issues of child safety. All workers are expected to adhere to the following policies, regardless of their area of ministry. **ANY EXCEPTIONS TO THESE POLICIES MUST HAVE THE PRIOR PERMISSION OF THE CHILDREN'S DIRECTOR.**

VOLUNTEER QUALIFICATIONS

- a. All volunteers should be regular attenders of the church for at least six months before being appointed to any leadership positions in the children's ministry.
- b. All volunteer workers must be 18 years of age or older unless working under the supervision of an adult who has met the qualifications in these policies.
- c. All volunteers in our children's ministry must have a current signed volunteer application on file with the church.

APPLICATION PROCEDURES

- a. A Volunteer Application is available from the Children's Director or the back of the Children's Ministry Manual. **EVERY** volunteer in the children's ministry must complete and turn in a signed application.
- b. **Background Checks:** Security background checks for persons 18 years and older, including a search for criminal history, may be conducted through an agency authorized to perform a security background check. The results of the security background checks will be reviewed by the Children's Director.
- c. **Confidentiality:** All personal information voluntarily disclosed, as a result of the security background check, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be considered confidential. The written results of the security background check initially will be reviewed by the Children's Director. After this initial review, if the Children's Director determines that further review should be made, the Director may consult with the Moderator to conduct further inquiries, as necessary, after obtaining permission from the volunteer. Without the written permission of the volunteer, the information contained in the confidential portion of the volunteer application and the results of the security background check will be disclosed only to the Children's Director or Moderator.
- d. **Storage of confidential records:** The Children's Director will maintain a secure storage facility in the church office for all volunteer applications and results of all security background checks. Volunteer Profiles and background checks may be required to be updated from time to time, but only if the worker is still a current volunteer. Only the Children's Director will have access to these files.
- e. Volunteers are reviewed annually for re-appointment to their current or new positions.
- f. All volunteers must have the approval of the Children's Director before being placed

in any position of ministry to children.

g. Volunteers that are not approved for working with children for one reason or another will be graciously assisted in finding another place of ministry in the church.

VOLUNTEER IDENTIFICATION

a. All volunteers must wear the appropriate identification whenever serving in our children's ministry. Please make this a high priority.

b. If you forget or lose your identification, please call the Children's Director at 810 - 2072 to request a temporary identification badge.

c. We will replace your first lost badge free of charge, but may need to charge for replacements after that.

d. Do not allow unauthorized individuals into your classroom, or trust children to their care. Please direct them to a staff member instead.

CLASSROOM GUIDELINES

a. ALL visiting children must be registered upon their first visit. Nursery thru Kindergarten teachers should greet each child and parent at the door to make sure the parent signs in the child.

b. Teacher/Student ratios: We will try to maintain low teacher/student ratios. However, at all times there will be a minimum of two adults in a classroom.

c. Classrooms and teaching areas should never be locked while in use, with the exception of the nursery. Lights should remain on at all times unless a video is being played.

d. Each door of a classroom should have a window. If there is no window, the door should be left open. Sight lines through each window should remain unobstructed at all times.

e. Any room usage MUST be OK'd by the Children's Director to make sure there is adequate staffing and the rooms are age appropriate.

DISMISSAL PROCEDURES

a. Children, birth through 3rd grade, must remain in the classroom until picked up by a parent, unless they are being led from Church to Kids Church by a Kids Church leader.

b. 4th -6th graders may be dismissed on their own. Keep in mind that some parents may ask for their child to stay in the room until they come to pick them up.

c. AWANA clubbers must be picked up in their room by a parent. Children will not be released to a sibling or to "go to the parking lot" alone.

VISIBLE MINISTRY POLICIES

a. As stated in the Standards of Excellence, no worker, especially men, are ever to be alone with a child.

b. At least two workers should be present whenever possible.

c. If a child arrives early, prop the door open and remain visible.

d. Doors without windows should never be closed completely when children are inside with adults.

e. When holding a private talk with a student, especially of the opposite sex, be sure to sit in view of an open door or window.

PHYSICAL TOUCH (AFFECTION GUIDELINES)

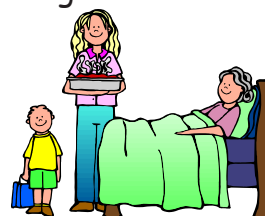
Physical touch and affection are important to a child's physical and emotional development. It is an essential responsibility in nurturing lives. However, there is obvious

danger with inappropriate touch or affection either intentionally or inadvertently in a children's ministry. Physical contact with children should be age and developmentally appropriate. Be aware of and sensitive to differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. The following guidelines are to be promoted for pure, genuine and positive displays of God's love:

- a. ALL physical affection needs to be in the presence of other workers.
- b. Physical touch or affection should be brief in nature, and never on a child's private parts.
- c. Preteen and older girls should be hugged from the side.
- d. Kids on laps should be sitting on legs, not straddled over adult private areas.
- e. Kisses should be extremely limited and rare and never on the lips of a child.
- f. When approached by a child physically, do not reject the child, but guide their affection to an appropriate contact. Hugs are easily shifted, as are misplaced hands. When a child touches an adult in an inappropriate way unintentionally, no reference to it should be made to the child, simply redirect their hand or body. If intentional, simply correct with the same tone as any other correction and then move on. Do not make a big issue of it.

RESTROOM POLICIES

- a. When a child needs to go to the restroom, take at least one other child along of the same gender.
- b. When helping a preschooler in the restroom, always leave the door open far enough that other workers can see in. Never shut the restroom door.
- c. Do not allow the children to "watch" while another child is using the restroom.
- d. Do not send very young children into the restroom with older children. Take them in age appropriate groups.
- e. Children in grades 5-6 may be sent in pairs to the restroom without adult supervision. Teachers should monitor this situation closely.
- f. In bathroom emergencies - Use disposable gloves when handling soiled clothing. Soiled clothing should be placed (un-rinsed) in a plastic bag and labeled with the child's name.



ILLNESS

- a. We have a well-baby policy. We do not provide care for sick children. Our facilities and staff are too limited. If a child is sick, they should not be accepted into the program. If they get sick, or are discovered to be sick during the program, go get the parents. A child will not be admitted with any of these symptoms: matter in the eyes, frequent coughing, runny nose (anything but clear discharge). If you suspect a child is ill, please call the staff member in charge.
- b. Do not give children medicine of any kind. If a parent requests you give a child medication, refer the parent to the staff member in charge.

c. We ask you not to volunteer in any ministry if you are sick. Please notify your leaders and request a replacement. (Your help with this is greatly appreciated if you are able.)

d. **Bodily Fluid Accidents:** All caregivers should wear disposable gloves when there is a possibility of contact with blood or blood-containing fluids. Blood on surfaces should be cleaned with bleach and water disinfectant solution (1/4-cup bleach, 1-gallon water). Use disposable towels and gloves for clean up.

Discard all items into covered container. Vomit areas should be cleaned up, and then covered. Special powder for this and gloves are available in the Resource Room. Again, report the incident.

CHILDCARE

When occasions arise that baby-sitting is required for church sponsored events other than Sunday mornings the following standards must be met:

a. The person in charge of childcare will have gone through the application/approval process, understand safety procedures AND must be present at the childcare site.

b. Strict adherence to the minimum of 2 adults staffing policy is necessary. All staff/leader personnel must be 18 years old or older to be counted as "adults."

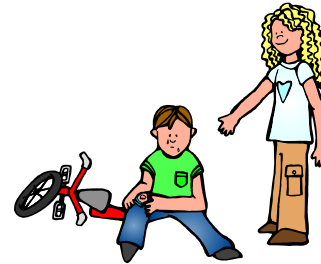
c. High school & Junior High students are allowed to be helpers ONLY, and are not considered part of the 2 leaders required.

d. Any childcare activity **MUST** have a sign-in/out sheet for attendees. The sheet must be returned to the Children's Director at the end of the activity.

e. **ALL ROOMS USED** must be pre-approved ahead of time, AND returned to a ready condition for the next ministry. Everything should be put away and cleaned up.

CORPORAL PUNISHMENT

Volunteers in the Children's Ministry are to **NEVER** physically discipline a child at church. (If your own child needs such discipline, it is to be done at home, never within a program. Observers may not know it is your child.)



MINOR ACCIDENTS

a. **FIRST AID** kits are available in all classrooms. Ice packs are also available in the first aid kits for emergencies.

b. Report any hazardous situations to the leadership immediately and correct if safe and / or possible.

c. If a child is injured in any way, please notify the staff member immediately and fill out an Injury Report. All injuries, no matter how small, must be reported to the parents. All **HEAD INJURIES** must be reported! When filling out the parent notification section of the Injury Report, please do not use any other child's name.

d. Deal with it lovingly right away. Do not get the parent unless absolutely necessary. However, **DO** tell the parent about the injury when they pick up their child, regardless of how minor the injury. If a parent reacts negatively, it is wise to inform the Children's Director so that he/she is prepared for a call, having heard your side of the story already.

MAJOR MEDICAL EMERGENCIES

In case of a serious emergency involving broken bones, convulsions, fainting, unconsciousness, or other serious injury, follow these procedures:

- a. Keep calm and keep children and the injured as calm as possible.
- b. DON'T MOVE THE INJURED CHILD.
- c. Speak calmly, reassuring the child.
- d. Send a fellow teacher for help. NEVER LEAVE THE INJURED CHILD.
- e. The person in charge will call 9-1-1 after assessing the situation and give the information and directions as needed.
- f. As soon as the leadership is notified, the co-worker should return to help in removing other children in the department from the scene of the accident.
- g. The person in charge (staff member) will locate the parents and advise them of the condition of the child and procedure suggested by medical personnel.
- h. Leaders will refer to the child's parents for details of preference of hospital and doctor.
- i. In case the child is transported to the hospital, a leader will accompany the child, especially if the parents cannot be located in a timely fashion.
- j. As soon as possible, the teacher needs to return to his/her class to see that the other children remain calm and reassured.
- k. An incident/accident form should be written as soon as possible with specifics of medical personnel recommendations and name of hospital where the child was taken.



T.B.C. Guidelines for Behavior

The teaching staff of Temple Baptist Church strives to create a loving and caring atmosphere in their classrooms while maintaining an environment where learning can take place with a minimum amount of interruption. The concepts and ideas that are being taught are vitally important for each child to know and understand. Their understanding and response will affect them the rest of their lives. Because of this, an atmosphere that is conducive to learning needs to be maintained.

When behavior disruptions happen, we need to implement a standard set of consequences that all teachers should employ. During the course of any class, at any grade, there will be instances when a child will behave in an inappropriate way. These lapses in behavior can generally be broken into two categories. The first category can be labeled as "**minor**" problems that are usually the result of over excitement and include such things as talking to a neighbor, forgetting to raise hand to speak, getting out of their seat or wandering away from the rest of the group.

The second category of inappropriate behavior can be labeled "**serious**". Serious behavior problems would include disrespectful behavior towards the teacher, striking another child, spitting, or other such behaviors that are obviously not the result of an over exuberant child and exhibit a general lack of caring and respect toward others.

Minor Behavior Problems

If a child begins to act inappropriately by exhibiting some of the "minor" behavior problems listed above, the child will then need to be reminded to regain control and to bring their focus back to the task at hand.

For minor lapses in behavior, the following steps should be taken to correct the behavior:

1. Warning to the child to discontinue the behavior. This should be accompanied by a reminder of the right behavior by pointing out why the behavior is not okay.
2. If the behavior occurs again, the child should be separated from the rest of the group and given the opportunity to refocus and regain their self-control.
3. Should the behavior continue after the separation time, the child should be separated from the group for the remainder of the class. In addition, the parents of the child need to be made aware of the problem in a positive manner by the teacher asking the question. "What can we do for Johnny to help him enjoy the class and not disrupt others?" This discussion should occur when the teacher can speak to the parents privately.
4. Should the child continue to repeat inappropriate behavior for three weeks, even after the above steps are repeated each week, then a meeting between the children's director, child and the parents will need to occur to resolve the problem.

Major Behavior Problems

For behavior problems that meet the definition of "major" behavior problems, the following steps need to be followed in an attempt to correct the problem.

1. The child should be issued a warning and given the reason why the behavior is inappropriate. In addition, they need to be told what the consequences are
(Children's Director contacted, child removed from room, parents contacted , etc.)
2. If the behavior is repeated, the child needs to be separated from the group for the remainder of the class and the parents of the child contacted by the teacher.
3. If the behavior repeats again, then the parents will be asked to visit the class for an entire class session and observe.
4. Should the behavior continue, the child will be removed from the classroom and escorted to his/her parents. A meeting between the parents and the children's director will be needed before the child re-enters the classroom

SUSPICIOUS ACTIVITY/ REPORTING VIOLATIONS OR SUSPECTED ABUSE

Individual Responsibility. In order to maintain a safe environment for all children and youth, all persons must be aware of their individual responsibility to report any questionable circumstance, observation, admission, or situation which endangers or threatens children. All questions or concerns of suspected activity of abuse or harassment by a volunteer should be reported to the Children's Director only. Should the activity of concern involve a paid church employee, the matter shall be reported to the Moderator. Pending the outcome of an investigation, all information pertaining to the alleged incident should be kept confidential. A mere allegation of improper behavior by a volunteer will not be treated as an actual occurrence pending the completion of the investigation, and the church will take steps necessary to protect the integrity of the volunteer involved.

- a. During services, children are not allowed to wander around the campus. If you see a child who is not in an appropriate place, please approach them or contact a staff member. We will take the child to their class or to their parent.
- b. If you see an adult wandering around the building, please ask if you can help them find their way. Otherwise, for security purposes, we do not permit people to wander around the children's classes.
- c. Hall monitors will be available in the hallways to assist teachers, parents, visitors or workers as needs arise.

d. Reporting Abuse:

In the event anyone personally witnesses an occurrence in violation of this policy, that person will be asked to complete an Incident Report. All efforts at handling the incident should be documented. Anyone witnessing such an occurrence should consider the following recommendations as to how such a situation should be handled to insure the security of the child and to protect against physical, emotional, or psychological injury to all persons involved:

1. All incidents shall be reported immediately to the Children's Director, if available, or to the adult leader in charge of the event or activity. The incident must be reported by the staff member to the Elder Board within 24 hours of the staff member being made aware of the incident.
2. The parents must be notified of the entire incident by the Children's Director and/or staff member within 24 hours of the staff member being made aware of the incident.
3. The Children's Director and/or the Elder Board must immediately report the incident to the church insurance company, church attorney.
4. The Children's Director and/or the Elder Board will notify the proper civil authorities, as directed by the insurance company & church attorney.
5. The accused should not be confronted until the safety of the child or youth is secured, and only upon advisement by the church attorney.
6. A prepared statement to the press and to the congregation should only be made by the Elder Board as advised by the church attorney.
7. Personally secure the safety of child, children, or youth. Do not leave the child

while reporting the incident.

B. In the event a child or youth reports alleged abusive conduct, regardless of where the conduct occurred (at church, offsite church event, or non-church event) the person initially contacted by the child must complete a written Incident Report which should include, as much as possible, the precise wording of the child or youth.

C. In the event a child makes an accusation of abuse or neglect occurring in the child's home, the person initially contacted will report to the Children's Director.

1. Response to the Accuser

A. Allegations should be taken seriously, and emotional support given to the accuser. The care and safety of the accuser is the first priority.

B. All efforts should be made to reach out to the accuser and the accuser's family, extending whatever pastoral and professional resources may be needed.

2. Response to the Accused

A. Treat the accused with dignity and support. He/she will be relieved of his/her duties until the investigation is finished.

B. Pastoral and/or professional resources should likewise be extended to the accused.

Child Abuse Definitions & Symptoms, Indicators of Abuse

Child Abuse: Any mistreatment or neglect of a child that results in harm or injury

Physical: Purposely **injuring** a child by hitting, biting, shaking, kicking, burning or throwing objects

Emotional: Consistent and/or extreme crushing of a child's spirit with verbal attacks, threats or humiliation

Sexual: Any sexual activity with a child whether in the home or by a caretaker, including on the street by a person unknown to the child. The abuser may be an adult, adolescent, or another child, provided the child is four years older than the victim.

Neglect: Willingly failing to provide for a child's emotional or physical needs: failing to offer guidance and supervision.

SYMPTOMS, INDICATORS OF ABUSE

The following signs and symptoms do not always mean abuse. Repeated incidents of injury combined with behavioral problems, inconsistent stories, etc., are typical indicators a family may need assistance.

-Fears of a teacher, adult worker or relative, may indicate something unhealthy in the relationship.

-**Physical** unexplained bruises, welts, broken bones, cuts or scrapes, burns, missing hair, injuries or redness around the genitals, injuries at different stages of healing, injury or medical condition that hasn't been properly treated, bodily complaints related to stress-stomach aches, headaches, vomiting without cause, suicidal gestures or self mutilation, substance abuse or eating disorders, appearance may be one of poor grooming and dirty, clothing may be in poor condition or not suited to the weather.

Child's Behavior

-aggressive or withdrawn behavior- especially as a shift in personality

- unusual fears (of certain people, going home, etc.)
- craving for attention
- running away
- fatigue without physical cause and/or depression
- lack of concentration, school problems- misbehavior
- hunger, begging for food, stealing
- frequent tardiness or absence from school
- unusual knowledge of sex, explicit language, inappropriate behavior with peers,
- knowledge beyond developmental age
- regression to earlier behaviors such as thumb sucking, bed wetting, etc.
- afraid to be alone with certain people or "clingy" with other people
- pseudo-mature behavior

Adult's behavior

- harsh punishment of child in public
- refer to the child as "difficult", "different" or "bad"
- seem unconcerned about the child
- give conflicting stories about injuries
- become defensive when asked about the child's health
- presence of family stressors - loss of job, financial difficulties, marital problems
- family history of violence or substance abuse
- parents who were physically or sexually abused as children
- families in which children or women are seen as possessions; male authoritarian and rigid households;
- also strongly religious homes in combination with these factors

Children may talk about being abused. Take what they say and any suspicions you have, seriously.

EVENT PLANNING

- ALL events or outings involving children from Temple Baptist Church must be cleared through the Children's Director even if you do not consider it a "church event." If it involves church children who you work with as a church worker, the leadership **MUST** be aware for liability reasons.
- ALL usage of children's ministry rooms should be approved by Children's Director in advance.
- Whenever moving children from the classroom, do a head count upon departure and arrival to make sure every child is accounted for.
- Workers are **NEVER** to take a child home without another adult accompanying them.
- Never take a child or children outside of the church building or program room without prior consent of the leadership and, in some cases, written permission from the parents. Permission slips are available from the Children's Director.
- A minimum of two approved adult leaders is required for any trip or out-of-class activity.
- When an activity requires travel, all drivers must have a valid driver's license and current automobile insurance. The number of persons per car should not exceed the number of seatbelts. Each driver should have a copy of the activity permission slip for those students riding in his/her car. Emergency contact phone numbers are of primary concern and shall be available to the leaders. (All drivers must be over 18 and out of

high school.)

h. When an activity is a local one, it is best if parents arrange their own transportation to and from the activity site. At least 2 adults must stay until the last child is picked up.

i. **Overnight Policies**

- All overnight events must be accompanied by at least 2 approved, unrelated staff.
- All overnight events should be pre-approved by the Children's Director.
- There will not be overnight events for children younger than 3rd grade unless it is specifically a parent/child outing

(3rd-6th grade).

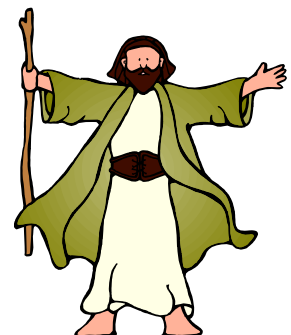
- At least two supervising adults attending the overnight need to have a ministry application and approval on file.
- Supervising adults are never to sleep in a closed room alone with any children attending the event.
- If both male and female students are attending the overnight activity, there must be at least two male and two female-screened adults present. All overnight activities must provide for separate sleeping accommodations for the male and female participants.

IN CASE OF FIRE OR OTHER EMERGENCIES

1. Line up students by the door and take a head count.
2. Close windows and doors as you leave and take your class attendance or sign-in sheet with you.
3. Know your exit route and quietly and calmly lead students out by proper exit.
4. Proceed to a grassy area away from the building.
5. Once you have gotten clear of the building, take a head count and attendance.
6. Return to building only after the "All Clear" has been sounded.
7. Please do not dismiss any students from outside.
8. For the safety of the children, parents may NOT get their child/children before the class has left the building.

EXCEPTIONS

It is understood that circumstances may arise that necessitate the need for deviating from this policy. For such infrequent and unusual situations that are not easily classified elsewhere in this policy, the standards and spirit of this policy shall be recognized as being in force. Exceptions should be cleared with the Children's Director in advance. As soon as an unavoidable or uncorrectable deviation is observed, please notify the Children's Director as soon as possible for your own protection.



ROOM STEWARDSHIP



Our facilities are a sacred trust from the Lord for the purpose of ministry. The way in which we treat the Lord's House is often a reflection of our gratitude toward Him. If truly everything we do should glorify God, the same is true of the rooms we minister in!

Therefore, the following guidelines are established to help keep our ministry rooms in a state that brings glory to God and demonstrates that He is worthy of our best!

A FEW GUIDELINES TO KEEP IN MIND!

1. Always attempt to leave the room better than you found it.
2. Put things back where you found them.
3. Do not leave out-dated materials lying around or on the walls.
4. Do not leave anything on the tables, desks, or tops of cabinets. They may disappear!
5. The room should look neat when you leave. Items left out will be at the discretion of the leadership to determine what to do with them.
6. The Building Engineer will vacuum and empty trash, but please try to leave the room with all the chairs and tables neat and in their proper place.
7. When you leave, look over the room and ask yourself, "Is there anything I can do to make it look a bit sharper?" Also, it is wise to ask, "Does the appearance of this room speak well of the ministry to visitors?"

Thank you
for your cooperation in the stewardship of our
rooms.



How To Lead A Child To Christ



One of the greatest privileges that a children's worker can have is leading a child to Christ. Watching a true childlike faith in action is an amazing gift. Here are some guidelines in helping a child grasp the meaning of personal salvation.

- Be aware of the child's maturity level - be sure to use appropriate vocabulary.
- Pray that the Holy Spirit will give you wisdom and keep you sensitive to the child's spiritual need.
- Since children are easily influenced to imitate the actions of peers, avoid appealing to children as a group to respond to an invitation to become members of God's family. Instead ask the group, "who would like to hear more about asking Jesus into their heart," and talk to them in a small group or one to one if possible.
- Questions help to make sure a child fully understands and is not merely repeating words he or she has heard (I have included questions on the next page in boldface)
- I have included a few Bible verses to help you. Please place markers in your Bible by the Bible verses you want to use as this is the best way to show the child that what you are saying really comes from the Bible.

Here are a few basic points that you should cover when talking to a child about asking Jesus in their heart.

1. God loves YOU very much. He wants you to be a member of His family.
2. However, you and I and all the people in the world have done wrong things. This is called Sin. (Romans 3:23) **What is sin? Answer:** (Anything we do that displeases God.) **Have you ever sinned? What do you think should happen to us when we sin?** God says you have sinned and sin must be punished (Romans 6:23)
3. God loves you so much that He sent His Son Jesus to die on the cross for your sin. Because Jesus is perfect and never sinned, He is the only one who can take the punishment for your sin. **How do you feel about Jesus loving you so much that He died for you?** (See Romans 5:8)
4. **How do you feel about the wrong things you have done? Do you believe Jesus died to be your Savior?** If you are sorry, and if you do believe God forgives you of all your sins. All you have to do is ask him to forgive you and He will! (See John 1:12) For older children this is a good time to talk about repentance.

5. **Do you know what happens when God forgives you?** The Bible says that when you believe in Jesus, God's Son, and ask him into your heart, you receive God's gift of eternal life (John 3:36). That means when you die you will get to live in heaven with God. It also means that God will help you live the life He wants you to live and will guide you through your life! **Would you like to ask Jesus into your heart?**

6. After they pray to receive Christ: Where is Jesus now? How do you know that Jesus is now living in your heart?

He said in His Word He would come into my heart if I ask Him. Rev.3:20

What happens if we sin again? Assurance verse: 1 John 1:9

If you have the honor of leading a child to Christ, please let the Children's Director know. Often, he/ she will make a house call with a follow up tool.



How to join the Children's Ministry Team!



We believe that God has uniquely blessed everyone with gifts and talents to serve Him! Some of these gifts will be obvious; others will be discovered as God's people step out of their comfort zone to respond to needs in the church's ministries. If you love kids, we are confident that we can find a place of service for you that both matches your skills and heart for ministry.

STEPS TO JOINING THE TEAM!

#1 PRAY ABOUT IT! Ask God to show you where he might be leading you to serve. Sometimes God makes a specific area of ministry clear, and other times He calls you to step out in faith and make yourself available where there are needs. So not only pray for a specific calling, but also pray that God would let you know if He is simply telling you to "GO!" and accept a challenge! Some of the most fulfilling ministries are those that force us to trust God in a new way. You can respond as Isaiah, "Here I am, send me!"

#2 Fill out a Volunteer Application. You can find one of these by requesting one from the church office. Every volunteer must have one of these on file prior to serving.

#3 Submit the Volunteer Application and make an appointment to meet with the Children's Director, or with the appropriate ministry leader.

If you have any questions or would like any additional information on opportunities to serve, contact the Children's Director or the church office at (209) 369-1948. You can also get a ton of information about our children's ministry at www.templebaptistlodi.com.

Incident / Accident Report



All information included here will be treated with the utmost confidentiality. You will not be quoted unless permission is received from you ahead of time. We appreciate you helping us to document this incident or accident from your point of view while the memory is fresh.

1. Who was involved? Were there other children present?
2. Date, Time, and location of incident:
3. Description of incident: (What happened and how it happened. Please note any conditions that may have contributed to the incident) If more room is needed, please use the other side.)
4. If there were witnesses, please include their name and phone number.
5. Who else was notified of the incident at the time: (Children's Director, Youth Pastor, Senior Pastor, Emergency Personnel)
What actions were taken?
6. Follow up: Who followed up the following day?
Parent response?

Signature: _____ Date: _____

Phone number: _____ Cell number _____